

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O' Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Romaine V. Reid
Executive Director

Recruitment & Examination Announcement
STATEWIDE RECRUITMENT

Recruitment For: **CORRECTIONAL MAINTENANCE OFFICER SUPERVISOR**
Announcement #: 10-4078-001
(List both the title and announcement number on your application.)

Salary: **\$40,048 - \$63,929 (Grade 16)**
(Salary reductions may apply per Executive Order 01.01.2008.20 – State Employees Furlough and Temporary Salary Reduction Plan)

Closing Date: **June 4, 2010**

Position Duties: This is the supervisory level of maintenance work in a correctional facility, which involves the custody, security, and supervision of adult inmates who perform maintenance work. Employees in this classification supervise Correctional Maintenance Officers.

Minimum Qualifications:

Education - High School Diploma or GED certificate acceptable to the MD State Board of Education as described in the Correctional Training Commission regulation.

Experience - Three (3) years of experience involving the custody, security, and supervision of adult inmate workers in the maintenance operations of a correctional institution.

Note: The above educational requirement is set by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209.

Licenses, Registrations and Certificates:

1. Employees in this classification may be assigned duties, which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
2. Some positions in this classification may require the operation of a motor vehicle for the transportation of inmates or supplies. Employees assigned such duties will be required to acquire the appropriate Maryland driver's license.

3. Some positions in this classification may require the operation, maintenance, and cleaning of high-pressure boilers and equipment. Employees assigned such duties will be required to possess a valid Maryland First Grade Stationary Engineer license.
4. Employees who have not already done so must complete and successfully pass the Entrance Level Correctional Training Course required for the Maryland Correctional Training Commission certificate during the probationary period.

Special Requirements:

1. Selection standards for correctional officer certification are established by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209 of the Annotated Code. These selection criteria are listed in detail in the Code of Maryland Regulations Title 12, Subtitle 10, Chapter 01 and include the following:
 - U.S. Citizenship
 - Must be at least 21 years of age
 - A completed background investigation
 - Oral interview
 - Physical examination
2. Employees are subject to call-in 24 hours a day, and, therefore, must provide the employing agency with a telephone number where they can be reached.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Selection Process:

The examination may consist of a rating of your education, training, and experience related to the requirements of the job. If you do not receive a request for supplemental information, the rating may be based on your application. It is important that you provide complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Mail State Application (MS-100 Form) to:
MD Department of Public Safety & Correctional Services
Recruitment & Examination Unit
6776 Reisterstown Road, Suite 309
Baltimore, MD 21215-2342

Application forms (MS-100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060. You may also download the MS-100 application form from www.dbm.maryland.gov. Applications must be received or postmarked by the closing date.

10-4078- 001 (JC)

Equal Opportunity/ADA Employer